

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
10 - 11 October 1979

ATTENDEES

Dr. Philip K. Eckman, Chairman

D/ORD

EO/ORD

/DPR/ORD

i, AC/ACR/ORD

/AMR/ORD

/PSR/ORD

Executive Secretary

, Recording Secretary

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1. The ORD/CSP met from 0900 - 1700 hours on 10 and 11 October 1979 at the Chamber of Commerce Building to complete its semi-annual competitive evaluation of the "RR" Career Service Subgroup employees and to provide preliminary input for ORD's various annual training and personnel plans.

2. The CSP discussed ORD's external training and travel budget limitations for FY 1980. While ORD's travel budget is approximately the same as the amount used last year and may therefore be adequate, the amount available for training has been cut in half, to \$13,000. ORD will present a coordinated external training plan for FY 1980 which justifies an increase to between \$25,000 and \$30,000. Division Chiefs were asked to revise their submissions and return them to the ADD/ORD for final review by 24 October 1979.

3. Evaluation procedures were explained to new members. They should get to know employees outside their own divisions by attending formal briefings, reading personnel files, discussing particular employees with the employees' supervisors, reading the final reports on contracts managed by those employees, and occasionally inviting those employees for direct personal discussions on problems of mutual interest.

a. The D/ORD and ADD/ORD will meet separately with the C/DPR/ORD to discuss his employees.

b. In view of the relatively small size of and close interaction within the office, the CSP need not formalize its evaluation procedures at this time. As the CSP anticipates no low 3% due to performance, it is not necessary to formalize procedures for that eventuality either.

4. The CSP discussed the apparently too heavy industrial security workload, and asked Messrs. [redacted] to explore ways to deal with it. ORD should rely on the DDS&T Security Officer when

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[] is traveling. [] tasking should come primarily from [] not the Office of Security. The Security Assistant's authority to act in the absence of [] should be increased. ORD will also explore obtaining a grade increase for the Security Assistant position.

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5. The Unit Citation for Project [] is to be presented on 30 October 1979. Recommendations have been submitted for the presentation of Career Intelligence Medals for Messrs. [] [] will write recommendations for the presentation of an Intelligence Medal of Merit to [] and of a Certificate of Distinction and cash award of \$2000 to []. Dr. Eckman will check into the status of the medal for [].

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6. The ORD Management Advisory Group Charter has been approved. [] will arrange for the election of the first MAG members in November.

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7. The minutes and recommendations of the Special Panel for clerical employees were approved.

a. The Special Panel will continue to use the clerical skills evaluation sheet used by the DDS&T Senior Clerical Panel, but in the future the form will be completed by Division Chiefs.

b. [] will draft a memorandum asking qualified ORD wives to apply to work part-time in order to relieve the periodic typing overload. Wives will not work in the same division as their husbands.

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c. All secretaries will receive a reorientation on the MAG II typewriter and an introduction to the IBM 6640 Printer in order to maximize the benefits ORD receives from renting these machines.

8. The CSP competitively evaluated all "RR" professional employees in grades GS-08 through GS-14 and assigned Descriptors. A similar comparison was made for GS-15's for Dr. Eckman's use at the DDS&T Career Service Board meeting. The results of this evaluation are attached.

a. [] will prepare a memorandum for Dr. Eckman's signature stating that Messrs. [] were not evaluated by the ORD/CSP on the assumption that they are being evaluated by the office to which they are currently assigned.

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b. The CSP recommended that no "RR" careerist be placed in the lowest 3% due to performance as all are making a valuable contribution to the Agency. However, [] was asked to remind [] that he would be downgraded to a GS-12 in December 1979 as previously planned, since that is the level of

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8. b. (Continued)

performance for which he was evaluated and at which he is considered to be making a valuable contribution.

c. The CSP recommended to Dr. Eckman that although the following GS-15's are capable of making a valuable contribution elsewhere in the Agency, they are of limited potential value to ORD. The CSP recommended that they be given letters to that effect suggesting they seek employment elsewhere. Names are in descending order with most limited potential first.

(1)
(2)
(3)

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9. The CSP examined available headroom, probable gains and losses, time in grade, and other criteria and arrived at a list of persons recommended for promotion during the coming year and a projection for the following two years. The results are attached.

10. The CSP asked [] to prepare memorandums commending the performance of [] to his parent office, the Office of Logistics. C/DPR/ORD may send a similar letter to the Office of Date Processing on [] if he feels it appropriate.

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11. The CSP selected primary and alternate candidates for OTR "quota" courses with the understanding that these selections would be considered firm commitments to the extent possible, with trips and workloads planned accordingly. The results are attached.

12. The CSP reviewed its discussion and the decisions made to this point in light of their impact on ORD's recruiting guides, advanced staffing plan, annual personnel plan, personnel development plan, EEO plan, and the impending survey by OP/PMCD.

a. ORD's recruiting guides and advanced staffing plan apparently requires no revision. [] will draft the Annual Personnel Plan which is due 9 November 1979 based on the CSP's discussions.

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b. [] will discuss the Personnel Development Plan with each Division Chief and prepare a draft which takes into consideration DDS&T approved promotion goals, the final APP, and ORD external and internal training plans for submission to the CSP in late November.

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c. [] will draft a memorandum to the DDS&T EEO Officer which volunteers the participation of each Division Chief in at least one campus visit each year, and which asks for a qualified minority college professor to serve a six month to one year sabbatical in ORD similar to the Urban League program. [] asked for a list of women's colleges offering graduate programs in

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12. c. (Cont'd)

engineering or physical science. To achieve its goal/task as set in the 20.5.2 plan (50% in 5 years), ORD must hire 1 more Hispanic, 2 more Black, and 6 more Women Professionals before the end of 1984.

d. [] will ask OP/PMCD for an interim T/O to align ORD's official staffing complement as closely as is possible with the organization recently approved by Dr. Eckman. This will include requests for upgrades for the Records Management Officer, the Security Assistant, and the Contract Support Assistant. In order for such an interim T/O to be approved, desk audits by OP/PMCD of specific positions which appear to have changed significantly (upgrades, title changes, shifts between divisions, etc.) may be required. Therefore, all divisions should prepare new or updated job descriptions as soon as possible. They must be ready and in the format prescribed under the factor evaluation system before OP/PMCD's survey which is scheduled for April 1980.

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10 December 1979
Date

[]
Career Service Panel/ORD
ive Secretary

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Attachments:

1. FY 1980 External Training Budget
2. Special Panel Minutes
3. Descriptor Grouping Sheets on GS-09's - GS-15's
4. ORD Headroom Chart
5. Projected Promotions by Grades for Fy 80, 81 and 82
6. Promotability List - GS-12's - GS-15's
7. ORD Training Nominees for DDS&T Quota Courses

APPROVED:

[]

Philip K. Eckman, D/ORD

12/26/79


Date

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APPROVED:

DATE

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12/12/79

12 Dec 79

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